

Memorandum



Date: June 7, 2005

Supplement No. 2 to
Agenda Item No. 8(L)1a

To: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners

From: George M. Burgess
County Manager

Subject: Alliance for Human Services Funding

This supplemental memo provides an update in follow-up to the discussion of this agenda item before the COSHA Committee on May 11, 2005.

This memorandum serves to provide an update regarding the review of the above referenced agenda item by the Board's COSHA Committee on Wednesday, May 11, 2005. The agenda item is also scheduled for review by the Board's IMFR Committee on Thursday, May 12, 2005.

The above referenced agenda item was considered as item 3L by the COSHA Committee. The agenda item addresses three areas as follows: 1) District Responsive Grants Program – it is requested that the Board (a) approve the listing of District Responsive Grants award funding recommendations that were inadvertently not included in the FY 2004-05 CBO funding recommendation list and (b) approve the allocation of the unallocated FY 2004-05 District Responsive Grant funding as part of the FY 2005-06 Alliance for Human Services District Responsive Grant program, 2) Summer Youth Employment Program (SYEP) – it is requested that the Board approve rescinding the allocations as listed under the Summer Youth Employment Program category as they were incorrectly included as part of the FY 2004-05 Alliance for Human Services funding recommendations, and 3) Small CBO Program – as an update to the Board an attachment is provided listing the CBOs that have been awarded funding through the Alliance for Human Services 2004-2007 NOFA approved by the Board through Resolution 1067-03.

During the COSHA Committee's review of this agenda item there was considerable discussion relative to the Summer Youth Employment Program. The Committee members requested clarification regarding the transfer of the administration of this program from the Alliance for Human Services to the Miami-Dade County Department of Human Services for FY 2004-05. Relative to this transfer the following information is provided:

- At the September 23, 2004 second budget hearing relative to the FY 2004-05 County budget, the following recommendation was included in my memorandum that transmitted "Information for Second Budget Hearing – FY 2004-05 Resource Allocation Plan":

Summer Youth Employment Program

As discussed in the first change memo, I am recommending that the Summer Youth Employment Program, currently administered by the Alliance for Human Services, be monitored and administered by the DHS for FY 2004-05 to more efficiently utilize funds and allow more youths to be served.

It is recommended that the DHS budget is adjusted to reflect \$1 million currently in the non-departmental general fund budget for the Summer Youth Employment Program.

Rather than use any of this funding for administration, due to the reduced workload anticipated as a result of reforms to the CBO allocation processes detailed in Section 31 of this report, existing staff of DHS will monitor and administer these funds. All funding transferred to DHS for this program will be used for direct services.

- The Alliance for Human Services had included the Summer Youth Employment Program as part of the NOFA for 2004-07 and awarded funding to five (5) organizations. These organizations administered the SYEP during the summer of 2004.
- Consistent with the Board's approval of the recommendation to transfer the administration of the SYEP to DHS the allocations to the five organizations must be rescinded and notification letters were sent by the Alliance to the five CBOs dated February 15, 2005 advising that funding through the Alliance for this program was discontinued. The letters informed the CBOs that the SYEP would be administered directly by the County's Department of Human Services and that their contracts would not be renewed for the second and/or third years.
- DHS is presently in the process of accepting applications for enrollment in the 2005 Summer Youth Employment Program for youth between the ages of 14-18 with applications being accepted from Wednesday, May 4, 2005 through Friday, May 13, 2005 at various locations throughout the County (see the attached information).
- The \$1 million allocated to DHS for the SYEP will be used entirely for direct services to the participating youth, and will provide employment slots for approximately 890 youth at an estimated cost of \$1,115 per participant.
- In addition to the \$1 million allocation from the County for the SYEP, DHS has been allocated \$800,000 by South Florida Workforce, Inc. to provide an additional estimated 549 summer employment slots through its program for this County's youth.

Relative to the rescinding of the SYEP awards to the CBOs, the COSHA Committee heard a presentation from a representative of the Adult Mankind Organization, Inc. This agency had received a contract in the amount of \$114,300 for the 2004 Summer Youth Employment Program and appeared before the Committee to express concern regarding the loss of this funding.

The COSHA Committee adopted a motion that approved the agenda item as presented with a strong direction to staff to review the FY 2004-05 CBO allocations to identify unexpended funds that could be recaptured and reallocated to this agency. Please be advised that in this review process staff will reach out to each of the agencies whose SYEP awards were rescinded.

In addition to this supplemental memo, please find attached a copy of a comprehensive report that was distributed on May 11, 2005 regarding the various Summer Youth Employment Programs that are available in the County this summer.


Assistant County Manager

SUMMER JOB HOT LINE - (305) 571-7799

**MIAMI-DADE COUNTY DEPARTMENT OF HUMAN SERVICES (DHS)
EMPLOYMENT SERVICES BUREAU
IS SEEKING
A LIMITED NUMBER OF YOUTH
BETWEEN THE AGES OF 14 AND 18 YEARS TO APPLY FOR SUMMER JOBS**

**APPLICATIONS FOR ENROLLMENT WILL BE TAKEN
FROM 5:00 PM - 8:00 PM
WEDNESDAY, MAY 4, 2005 THROUGH FRIDAY, MAY 13, 2005
AT THE FOLLOWING LOCATIONS:**

<p><u>Wednesday May 4, 2005</u></p> <p>District XIII Team Metro 7630 NW 186 Street</p> <p>District XII Child Development Services 7925 NW 12 Street, 4th Fl</p>	<p><u>Thursday, May 5, 2005</u></p> <p>District XI Team Metro -West Office 3800 SW 137 Ave, 2nd Fl</p> <p>District X Team Metro University Office 1409 SW 107 Avenue</p>	<p><u>Friday, May 6, 2005</u></p> <p>District IX Phicol Williams Banquet Hall 951 SW 4 Street Homestead</p> <p>District VIII South Dade Government Center 10721 SW 211 Street, 2nd Fl</p>	<p><u>Monday May 9, 2005</u></p> <p>District VII Frankie Shannon Rolle Neighborhood Center 3750 South Dixie Hwy</p> <p>District VI Hialeah Neighborhood Center 300 East 1st Avenue</p>
<p><u>Tuesday, May 10, 2005</u></p> <p>District V Community Action Agency 395 NW 1st Street, 2nd Floor</p> <p>District IV Team Metro 1658 NE Miami Gardens Drive</p>	<p><u>Wednesday, May 11, 2005</u></p> <p>District III Caleb Center 5400 NW 22nd Avenue</p>	<p><u>Thursday May 12, 2005</u></p> <p>District II Edison Neighborhood Center 150 NW 79 Street</p>	<p><u>Friday, May 13, 2005</u></p> <p>District I Opa Locka Neighborhood Center 16405 NW 25 Avenue</p>

**PARENT OR LEGAL GUARDIAN MUST ACCOMPANY ALL APPLICANTS UNDER AGE 18
(SEE OTHER SIDE FOR DOCUMENTS REQUIRED FOR PARTICIPATION)**

APPLICANTS MUST MEET THE FOLLOWING INCOME REQUIREMENTS AND PROVIDE THE FOLLOWING ORIGINAL DOCUMENTS AT THE TIME OF APPLICATION EXCEPT WHERE OTHERWISE NOTED


FAMILY SIZE	MAXIMUM INCOME
1	\$28,710.00
2	\$ 38,490.00
3	\$ 48,270.00
4	\$ 58,050.00
5	\$ 67,830.00
6	\$ 77,610.00
7	\$ 87,390.00
8	\$ 97,170.00

1. Social Security Card (2 copies)
2. Proof of Age (One of the Following)
 - Birth Certificate
 - Driver's License
 - School Records
 - Florida State Identification Card
3. Proof of Address (Must reside in Community Development Target Area)
 - Current Utility Bill or Receipt
 - Driver's License with participant's name
4. Pictured Identification:
 - Driver's License
 - Florida State Identification Card
 - Student Identification Card
5. High School ID or Report Card
6. For Families Receiving Public Assistance: (One of the following)
 - Copy of Authorization to Receive Cash Public Assistance
 - Copy of Public Assistance Check
 - Copy of Food Stamp Printout
 - Copy of SSI Printout
 - Public Assistance Records/Printout
 - Refugee Assistance Records
7. Earned Income:
 - Copy of Recent Pay Stub
 - Proof of Family Size (Birth Certificates for Eligible Family Members)
8. If you are not a citizen, proof of residence and Immigration Documents must be submitted (PENDING IS NOT ACCEPTABLE)
 - Alien Registration Card Indicating Right to Work
 - Food Stamp Records
 - Foreign Passport Stamped Eligible to Work
 - Naturalization Certification
 - Public Assistance Records
 - U.S. Passport
9. Foster Children must bring letter from the DEPARTMENT OF CHILDREN AND FAMILIES or the Court.

NOTE: WE DO NOT MAKE COPIES OF DOCUMENTS !!!

Date: May 11, 2005

To: Honorable Chairman Joe A. Martinez and
Members, Board of County Commissioners

From: George M. Burgess
County Manager 

Subject: Report on the 2005 Summer Youth Employment Programs

This memorandum transmits a report on planned 2005 Summer Youth Employment Program activities in follow-up to the Board's recent discussion. The report describes the programming that is in process for implementation this summer under the auspices of the South Florida Workforce and the Miami-Dade Department of Human Services and the Summer Internship Program administered by the Employee Relations Department.

South Florida Workforce Inc. Proposed Youth Services Programs

As approved by the Board of Directors of South Florida Workforce, Inc. on Monday, May 9, 2005, South Florida Workforce (SFW) will fund the programs identified below:

Countywide Summer Employment Program:

Miami-Dade Department of Human Services (DHS) has agreed to administer a work experience program for the summer of 2005. Through anticipated additional funding from SFW, Miami-Dade County will provide administrative and programmatic oversight for the summer work experience program employing no less than 549 eligible youth ages 14-18 from low-income families throughout the County. This program will allow youth to work twenty (20) hours per week for an eight-week period from June 6th through July 29th, 2005, at a wage rate of \$6.15 per hour. Total wage earnings per youth will be \$984. Cost per youth including earnings, FICA, MICA and workman's compensation will be \$1,115. Total costs for the program will be \$800,000.

Workforce Investment Act of 1998 Youth Summer Employment Program (WIA Youth):

Under the Workforce Investment Act of 1998 SFW funds a year round youth program. A required component of this program is a summer employment and SFW will meet this requirement by funding a summer employment program exclusively for WIA Youth at an estimated cost of approximately \$750,000 for participant wages.

The summer program is designed for youth to acquire meaningful work experience through worksite placements within various County departments throughout Miami-Dade, as well as with community based organizations. Youth will be assessed and matched with jobs that meet their interest and worksite evaluations will be completed in order to measure outcomes and individual achievements. Program activities will start in May 2005 and will conclude no later than August 30, 2005.

Miami-Dade County Department of Human Services Summer Program

Miami-Dade's FY 04/05 Resource Allocation Plan allocated \$1,000,000 to the Department of Human Services (DHS) to administer summer youth employment for Summer 2005. The program is designed to provide 890 youth ages 14-18, from low to moderate-income families with the opportunity to acquire meaningful work experience through placements within various County Departments and community based organizations.

Students will work 20 hours per week for an eight-week period from June 6th through July 29th, 2005, at the rate of \$6.15 per hour. Earnings per student will be \$984. Participant cost per student including earnings, FICA, MICA and Workman's Compensation is \$1,115. Total participant cost for the program period is \$999,114.

Employment opportunities will be created in the following areas; Administrative Support Services, Professional and Related Occupations to include medical, education, legal, computer and mathematical occupations, Installation, Maintenance and Repair Occupations to include line installation, building maintenance in addition to computer and office machine repair.

DHS will distribute informational flyers indicating the availability of summer jobs to schools, DHS facilities, community-based organizations, commission district offices, and all Team Metro locations. Staff will accept applications from specified locations in all thirteen (13) Miami-Dade County Government Commission Districts. Each commission district will be assigned work slots based on the percentage of low to moderate-income families in the district. After accepting and processing each application for eligibility requirements, program staff will assess each youth general interest and aptitude and match them with the appropriate job. Each youth will be assigned to a worksite supervisor who will monitor the daily work activities and provide direct supervision and instruction.

The daily work experience activities are designed to teach effective communication skills, critical thinking and team building skills, problem solving techniques, and the necessary pre-employment and work maturity skills that will guarantee future success in the workplace. Additionally, each worksite supervisor will be required to complete biweekly evaluations to measure outcomes and individual achievements. DHS began program operations on May 1, 2005 and will conclude all activities by August 30, 2005.

Employee Relations Department

The Employee Relations Department (ERD) is charged with facilitating a similar program designed to engage youth to work for County departments. The County Manager's Summer Internship Program (SIP) is designed to provide meaningful work experience through on-the-job training assignments with Miami-Dade County departments. The SIP promises to expand our youngsters' knowledge of the real world of work for high school and college students between 16-21 years old.

Each component of the program helps the participants make better career decisions while learning first hand the impact of public service on the quality of life in Miami-Dade County. This program does not have income guidelines, and is funded by General Fund. Participants are selected randomly after a formal recruitment has been conducted. High school and college students work a maximum of ten weeks at a salary of \$6.15 or \$8.00, respectively.

The recruitment process for 2005 began in February, and produced a total of 482 resumes for both high school and college applicants. At this time, interviews are in progress and there are 22 departments identified to which interns may be sent. The attached chart provides more detail regarding the 2005 timeline and list of departments. Further information about the SIP is available at www.miamidade.gov/intern/about.asp.

It is anticipated that the implementation of these Summer Youth Employment Programs will provide meaningful employment opportunities for this community's youngsters while also providing the opportunity for earnings that will contribute to the well being of the youth and their families. Should you require any further information, please contact Tony E. Crapp, Sr., Assistant County Manager at 305-375-4126 or Donald Allen, Director of the Employee Relations Department, at 305-375-1589.

Attachment

cc: Tony E. Crapp, Sr., Assistant County Manager
Alina Tejeda Hudak, Assistant County Manager
Mae Bryant, Interim Director, Department of Human Services
Edith Humes-Newbold, Interim Executive Director, South Florida Workforce
Donald Allen, Director, Employee Relations Department

**County Manager's
Summer Youth Internship Program – 2005**

Job Information

Eligibility: College and High School youths ages 16-21; Interns will be employed in (seasonal) AG status for a maximum of 10 weeks. These full-time temporary positions are from Monday, May 23, 2005 through Friday, July 29, 2005.

Program Timetable

Job Announcement (Resume Recruitment)	Opened - February 14, 2005 Closed - February 25, 2005 Advertised: Internet, Miami Herald, Job Hotline, and Job Announcement
Resumes Received	College – 158 resumes High School – 324 resumes
Interviews Begin	Monday, May 9, 2005
Available Positions (Estimated) General Fund of \$150,000 provided by OSBM (1/31/05)	College – 60 positions / High School - 30 positions General fund and participating departments funding
Employment Period Begins	College – May 23, 2005 High School – June 6, 2005
Participating Departments	<ol style="list-style-type: none"> 1. Audit & Management 2. Building 3. Communications 4. Clerk of Courts 5. Dept. of Environmental Resources Management 6. Employee Relations 7. Finance 8. General Services Administration 9. Juvenile Assessment Center 10. Library 11. Office of Strategic Business Management 12. Park & Recreation 13. Procurement 14. Public Works 15. Miami-Dade Police 16. Solid Waste Management 17. Water & Sewer 18. County Manager's Office 19. Department of Business Development 20. Team Metro 21. Corrections and Rehabilitation 22. Miami-Dade Transit